

JOB ANNOUNCEMENT

Town of Vienna

JOB ANNOUNCEMENT NUMBER: 109/13

DATE: 08/13/2009

Water and Sewer Superintendent

NATURE OF WORK

- Supervises division employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Prioritizes and discusses daily with supervisors the daily activities of the maintenance operations and the meter operations sectors including the assignment of tasks from Department of Public Works in the form of work orders and complaints, the scheduling of inspections, the coordination of purchasing and repair activities on the systems and equipment, the purchasing of new items, etc.; ensures adherence to Town and Federal/State regulations and policies.
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- Reviews engineering drawings; assimilates information on projects by private contractors, Town, and outside agencies; administers the oversight of all water and sewer related work in order to assure compliance to federal, State, local, and industry standards; serves as consultant to Town staff, contractors, and the citizens.
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- Serves as the primary contact with the Virginia State Waterworks Board, Health Department, and Virginia Department of Environmental Quality in compliance matters, reporting problems, and program status; interprets and reports all Water Quality and Sanitary Sewer Overflow/Maintenance records; supervises the record filing in accordance with regulations; create and manage capital planning and program development both in person and by correspondence, email, etc. in order to ensure all necessary activities and compliance occur in a timely and professional manner.
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- Responsible for compliance with state and federal regulations pertaining to water and sewer systems and preparation of all related reports and correspondence.

REQUIREMENTS

- Requires a Bachelors Degree in engineering, environmental, business or closely related field supplemented by six to nine years of progressively responsible supervisory experience in water treatment system operations, wastewater treatment operations, or closely related field; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must hold or have the ability to earn a Waterworks Operator Class 5 or higher certification. Must have a valid State drivers license in good standing.

HOURS: Applicant should be available to work: Monday-Friday, 7:00am-3:30pm plus hours as necessary to respond to emergencies

SALARY: Town Grade 24 plus excellent benefits

APPLY AT: Town of Vienna
127 Center Street, S.
Vienna, VA 22180

Click [here](#) to access the online employment application or call the Administrative Services Office (703-255-6350) to have one mailed.

Resumes can be faxed to 202-521-9309 OR Emailed to: jobs6@viennava.gov

**Closing
Date:** 08/31/2009

For Further Information Contact:

Town of Vienna
Department of Administrative Services
127 Center Street, S.
Vienna, VA 22180
(703) 255-6350 (Voice) or (703) 255-5735 (TDD)

EOE/AA